

1 APPLY ONLINE

- Complete the online application - www.Shawu.edu/CAPE.
- Submit official transcripts from all prior colleges/universities attended.
- Complete optional essay (Enter "CAPE" if not submitting an essay).
- Submit \$25 application fee. (You will receive an Admissions Decision Letter within 2 to 4 weeks.)

2 APPLY FOR FINANCIAL AID

Phone: 919-546-8240 | Fax: 919-546-8356 | Email: financialaid@shawu.edu

- Submit the FAFSA at www.fafsa.gov (Shaw University Federal School Code – 002962).
- Visit www.ncresidency.org to complete NC residency determination form. Eligibility for North Carolina financial aid is determined by the North Carolina Residency Determination Service (RDS).
- Review award letter (Sent 2-3 weeks after all required documents have been submitted).
- Complete Master Promissory Note (MPN) and Entrance Loan Counseling (ELC) at www.studentloans.gov.

3 VERIFY YOUR STUDENT ACCOUNT

Phone: 919-546-8228 | Email: SA@shawu.edu

- Students with a zero balance after financial aid award will be cleared prior to the upcoming term.
- Students who need a payment plan, or will pay with cash for the upcoming term must contact Student Accounts.
- All outstanding balances and prior payment plans must be resolved before starting a new payment plan.
- Clearance updates will be emailed to your CAPE director prior to the upcoming term.

4 CONTACT YOUR ACADEMIC ADVISOR

Email: MyAdvisor@shawu.edu

- Schedule an appointment to meet or speak with your Academic Advisor.
- Select classes for the next term.
- Get registration clearance from your Academic Advisor.

5 REGISTER FOR CLASSES

- Login to BearsNet: <https://bearsnet.shawu.edu/ics>.
- Register for all classes online.
- Full-time students will register for 12 credits, or more.

6 VIEW COURSE INFORMATION & MORE

- Moodle is the University's Learning Management System (LMS) - <http://moodle.shawu.edu>.
- Locate your course syllabi, assignments and more.
- Each course syllabus will include a list of books and materials required for that course.

7 ORDER BOOKS

Phone: 919- 828-1730 | Email: shaw@bookstr.com | www.bkstr.com/shawstore/home

- Buy or rent your books.
- Book voucher request forms will be emailed to you prior to the upcoming term.
- Completed book voucher request forms may be mailed or e-mailed to Student Accounts. Book orders will be processed within 48 hours.
- Books will ship to CAPE students within 1-2 business days.

8 GET YOUR STUDENT ID CARD

- Visit www.shawu.edu/ID-Card to request your Shaw Student ID Card.